

BILLERICA

HOUSING AUTHORITY

Martin E. Conway, Chair
James F. O'Donnell, Jr., Vice Chair
Marie O'Rourke, Treasurer
John Saulnier, Assistant Treasurer
John Parker
Robert M. Correnti, Executive Director

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MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF August 4, 2022

CALL TO ORDER:

Vice Chair O'Donnell called the meeting to order at 4:00 PM. All Commissioners were present with Chair Conway participating via telephone. The meeting began with the Pledge of Allegiance.

OPEN MIC:

No one signed up to speak at Open Mic.

MINUTES:

The Meeting Minutes of June 17, 2022, were presented. Commissioner Saulnier, seconded by Commissioner O'Rourke, motioned to accept the Minutes of the June 17, 2022 meeting as submitted and to place the Minutes on file. Vice Chair O'Donnell called for a roll call vote on the motion. Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye" and Commissioner Saulnier voted "aye", Chair Conway voted "aye" and Vice Chair O'Donnell voted "aye." Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote. There was no Meeting in July 2022, hence no July 2022 Minutes to review.

CORRESPONDENCE:

Executive Director Correnti reviewed the July 12, 2022 letter from Ben Stone of DHCD granting the waiver as regards appointing a Tenant Board Member since the Board currently has a Board Member who is a Tenant (Commissioner Parker).

Executive Director Correnti then reviewed the July 22, 2022 letter from HUD satisfactorily closing the Corrective Action Plan for SEMAP (Section 8 Management Assessment Plan).

REPORTS:

The **Investment Accounts Report**, as of July 1, 2022 was presented by the Executive Director. After a brief review by the Executive Director and hearing no objections, Vice Chair O'Donnell directed the report be placed on file. The Report for August 1, 2022 will be presented at the September Meeting.

The **Payment of Bills Report**, for June 2022, was presented by the Executive Director. Executive Director Correnti reviewed the expenditures. Hearing no discussion, Vice Chair O'Donnell requested a motion. Commissioner Saulnier, seconded by Commissioner O'Rourke, motioned to approve the July 2022 Payment Report. Vice Chair O'Donnell called for a roll call vote. Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye" and Commissioner Saulnier voted "aye", Chair Conway voted "aye" and Vice Chair O'Donnell voted "aye." Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote.

The **Payment of Bills Report**, for July 2022, was presented by the Executive Director. Executive Director Correnti reviewed the expenditures. Hearing no discussion, Vice Chair O'Donnell requested a motion. Commissioner Saulnier, seconded by Commissioner O'Rourke, motioned to approve the June 2022 Payment Report. Vice Chair O'Donnell called for a roll call vote. Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye" and Commissioner Saulnier voted "aye", Chair Conway voted "aye" and Vice Chair O'Donnell voted "aye." Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote.

The **Section 8 Voucher Payment Report**, for July 2022, was presented by the Executive Director. Commissioner Saulnier, motioned to approve and authorize payment for the July 2022 Section 8 Vouchers in the amount of \$73,885.30. His motion was seconded by Commissioner O'Rourke. Vice Chair O'Donnell requested a roll call vote on the motion to approve the Report. Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye" and Commissioner Saulnier voted "aye", Chair Conway voted "aye" and Vice Chair O'Donnell voted "aye." Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote.

The **Section 8 Voucher Payment Report**, for August 2022, was presented by the Executive Director. Commissioner O'Rourke, motioned to approve and authorize payment for the August 2022 Section 8 Vouchers in the amount of \$70,050.80. Her motion was seconded by Commissioner Saulnier. Vice Chair O'Donnell requested a roll call vote on the motion to approve the Report. Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye" and Commissioner Saulnier voted "aye", Chair Conway voted "aye" and Vice Chair O'Donnell voted "aye." Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote.

Executive Director Correnti noted, with fiscal year ending 6/30/2022, the **Fee Accountant's Report** for July 1, 2022 and August 1, 2022 were not completed and will be presented at the next meeting.

The **June 2022 Payroll Report** was presented by the Executive Director. A brief discussion ensued. Commissioner O'Rourke, seconded by Commissioner Saulnier, motioned to approve the **June 2022 Payroll Report** as presented. Vice Chair O'Donnell called for a roll vote. Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye" and Commissioner Saulnier voted "aye", Chair Conway voted "aye" and Vice Chair O'Donnell voted "aye." Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote.

The **July 2022 Payroll Report** was presented by the Executive Director. Commissioner Saulnier, seconded by Commissioner O'Rourke, motioned to approve the **July 2022 Payroll Report** as presented. Vice Chair O'Donnell called for a roll vote. Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye" and Commissioner Saulnier voted "aye", Chair Conway voted "aye" and Vice Chair O'Donnell voted "aye." Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote.

Executive Director Correnti reviewed the **July 1, 2022 Vacancy Report**. Hearing no questions, Vice Chair O'Donnell directed the **Vacancy Report**, dated 7/1/2022, be accepted and placed on file.

Executive Director Correnti reviewed the **August 1, 2022 Vacancy Report**. Hearing no questions, Vice Chair O'Donnell directed the **Vacancy Report**, dated 8/1/2022, be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Correnti reviewed his July/August 2022 Report.

OLD BUSINESS:

There was none.

NEW BUSINESS:**FY2022 YEAR END AND REQUIRED CERTIFICATIONS:**

Executive Director Correnti reviewed the FY2022 Year End Report from Fenton Ewald. In summary, the Billerica Housing Authority concluded the fiscal year in a sound financial position with strong reserves. Accordingly, Executive Director Correnti indicated the Board needs to approve and certify the FY2022 Financial Statements and Tenant Accounts Receivable data for 400-1 and 689-C programs for FY2022 and, in addition, the Board must certify it has been provided a copy of the Top 5 Compensation Form submitted to DHCD for FY2022. Lastly, at this time as it does annually, the Board must certify compliance with Lead Paint notification Laws. Vice Chair O'Donnell called for a motion. Commissioner Saulnier motioned that the Billerica Housing Authority Board of Commissioners approve and certify the FY2022 financial statements and tenant accounts receivable data for the 400-1 and 689-C programs for FY 2022 and, in addition, the Board certify it has been provided a copy of the Top 5 Compensation Form submitted to DHCD for FY2022 and, lastly, the Board certifies compliance with Lead Paint notification laws. Commissioner O'Rourke seconded the motion. Vice Chair O'Donnell called for a roll vote. Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye" and Commissioner Saulnier voted "aye", Chair Conway voted "aye" and Vice Chair O'Donnell voted "aye." Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote.

MASTER ELECTRICITY SERVICE AGREEMENT:

Executive Director Correnti reviewed his July 28, 2022 memo regarding The Master Electricity Service Agreement. The Board was supplied with a Custom Price Quote Sheet and, based upon the quotes submitted, Executive Director Correnti recommends the Board approve a contract for 46 months with Spark for \$0.156200 per kWh. A brief discussion followed. Vice Chair O'Donnell call for a motion. Commissioner Saulnier motioned that the Board approve a 46 month contract with Spark at \$0.156200 per kWh and that the Executive Director execute any required documentation in that regard. Vice Chair O'Donnell called for a roll vote. Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye" and Commissioner Saulnier voted "aye", Chair Conway voted "aye" and Vice Chair O'Donnell voted "aye." Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote.

2023 BOARD MEETING SCHEDULE:

Executive Director Correnti reviewed his July 21, 2022 memo regarding the Board's 2023 Meeting Schedule. A brief discussion ensued and the consensus of the Board was to proceed with the schedule proposed by the Executive Director. Chair Conway noted the Board could change the schedule at any time.

TENANT SELECTION PLAN FOR 16 RIVER STREET:

Executive Director Correnti reviewed his July 25, 2022 memo regarding the Tenant Selection Plan for 16 River Street. Following a brief discussion, Vice Chair O'Donnell called for a motion. Commissioner Saulnier, seconded by Commissioner O'Rourke, motioned to approve the Tenant Selection Plan, dated 7/21/2022, as submitted. Vice Chair O'Donnell then called for a roll vote. Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye" and Commissioner Saulnier voted "aye", Chair Conway voted "aye" and Vice Chair O'Donnell voted "aye." Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote.

ADMISSIONS AND CONTINUED OCCUPANCY POLICY:

Executive Director Correnti reviewed his July 16, 2022 memo regarding an Admissions and Continued Occupancy Policy. Vice Chair O'Donnell called for a motion. Commissioner O'Rourke, seconded by Commissioner Saulnier, motioned to approve the Admission and Continued Occupancy Policy as submitted.

Vice Chair O'Donnell then called for a roll call vote. Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye" and Commissioner Saulnier voted "aye", Chair Conway voted "aye" and Vice Chair O'Donnell voted "aye." Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote.

RENT COLLECTION POLICY:

Executive Director Correnti reviewed his July 15, 2022 memo regarding a Rent Collection Policy. Vice Chair O'Donnell called for a motion. Commissioner O'Rourke, seconded by Commissioner Saulnier, motioned to approve the Rent Collection Policy as submitted. Vice Chair O'Donnell then called for a roll call vote. Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye" and Commissioner Saulnier voted "aye", Chair Conway voted "aye" and Vice Chair O'Donnell voted "aye." Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote.

ADJOURN:

There being no other items for discussion, Vice O'Donnell requested a motion to adjourn. Commissioner Saulnier, seconded by Commissioner O'Rourke, motioned to adjourn. Vice Chair O'Donnell then called for a roll call vote. Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye" and Commissioner Saulnier voted "aye", Chair Conway voted "aye" and Vice Chair O'Donnell voted "aye." Thus, the Board unanimously (5-0-0) approved the motion to adjourn with a roll call vote. The Board adjourned at 4:43 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary